

City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Recreation and Facilities Manager
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General Statement of Duties

Plans, manages, and oversees the functions, operations, and activities of the City's Recreation Division and all assigned City facilities; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to plan, manage, and oversee the functions and operations of the City's Recreation Division and all assigned City facilities. The work is performed under the supervision and direction of higher level staff as assigned, but extensive leeway is granted for the exercise of independent judgment and initiative. Full supervision is exercised over all divisional and assigned personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (Illustrative Only)

- Develops, plans, organizes, implements, and supervises yearly recreation programs and activities designed to meet community needs, including coordinating activities with other divisions and outside agencies and organizations;
- Manages, oversees and supervises the overall service and activity operations of all assigned facilities, including but not limited to, ensuring proper policies and procedures are in place and are being followed;
- Develops, administers, and monitors the annual Recreation Division budget, including forecasting additional funds needed for staffing, equipment, materials, and supplies, monitoring and approving expenditures, and recommending adjustments as needed;
- Participates in the recruitment and selection of, and trains and supervises staff to implement goals, objectives, and functions of the Recreation Division and assigned facilities, including motivating and evaluating personnel, coordinating staff training, participating with staff in correcting deficiencies, and recommending and implementing disciplinary actions;
- Researches and generates revenue sources to offset expenditures connected with the operation of the Recreation Division and assigned facilities, including applying for grants, and developing fee structures for programs and facilities;
- Acts as the City's representative and liaison on relevant topics, including but not limited to, responding to questions and comments from the public in a courteous and timely manner; collaborating with involved parties to reach resolutions on identified issues; speaking in public; and making public presentations;

- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Comprehensive knowledge of applicable Federal, State, and local laws, codes, and regulations, applicable to the Recreation Division and assigned facilities;
- Comprehensive knowledge of pertinent principles, practices, and operations of the Recreation Division and assigned facilities;
- Comprehensive knowledge of pertinent principles and practices of municipal budget preparation and administration;
- Comprehensive knowledge of all principles and practices of employee management and supervision;
- Comprehensive knowledge of public administration principles;
- Comprehensive knowledge of current developments, literature, and information related to the Recreation Division and assigned facilities;
- Ability to research, prepare, and administer a municipal budget;
- Ability to supervise and coordinate the work of assigned staff;
- Ability to select, train, and evaluate personnel;
- Ability to exercise sound, independent judgment;
- Ability to interpret and explain department goals and objectives;
- Ability to elicit community and business support for assigned programs;
- Ability to analyze problems and identify solutions;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- Bachelor's Degree in Recreation Administration or other field related to assigned division;

- At least four years of related experience, with at least two years of supervisory experience.

Required Special Qualifications
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- Valid Class C California State Driver's License;
- CPR and First Aid Certification.
- Certification(s) specific to functional areas of assignment may be required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a recreational or zoo facility.